

Digital Communications and Data Intern

About Youth Communication

Youth Communication provides powerful, teen-written stories and professional development to help educators and youth workers connect with the teens they serve and build their social and emotional competencies and literacy skills. Our professional development and curricula are based entirely on true stories written by teens in YC's intensive writing workshops. That makes YC's programs and services exceptionally engaging and uniquely culturally responsive to students who are furthest from opportunity.

Youth Communication is entering a new growth phase and in need of a meticulous, detail-oriented, and thoughtful intern to help us refine our marketing, communications, and fundraising strategies this summer.

Responsibilities

- Support maintenance and clean-up of Salesforce database
- Assist in codifying data processes for sales and fundraising pipelines
- Investigate education and philanthropic organizations to inform communications strategy
- Research YC writing program alumni to identify opportunities to bolster fundraising efforts
- Archive digital images and photographs to support communication and editorial purposes

Qualifications

- Strong attention to detail and commitment to accuracy
- Experience in performing research online
- Ability to work both independently and as part of a team
- Comfort with databases and working with Excel is a plus
- Interest in our mission and in urban education, literacy, fundraising, communications, marketing, data management, and/or youth development is a plus

Schedule and Location

The internship would ideally begin in early July 2021, with a minimum commitment of 25 hours a week for six weeks. This position will be fully remote.

Salary

\$15/hour

How to Apply

Please send an email with the subject line "Internship" with a cover letter and resume that clearly describes your experience and qualifications to careers@youthcomm.org.